



EMILY HOUSE  
*Executive Director*

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STATE OF TENNESSEE  
**HIGHER EDUCATION COMMISSION**  
**STUDENT ASSISTANCE CORPORATION**  
312 ROSA PARKS AVENUE, 9<sup>TH</sup> FLOOR  
NASHVILLE, TENNESSEE 37243-0830  
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## **Compliance Officer**

The Tennessee Higher Education Commission and Student Assistance Corporation (THEC/TSAC), a jointly staffed state agency located in downtown Nashville, seeks a Compliance Officer in the Division of Postsecondary State Authorization (DPSA).

DPSA oversees and monitors approximately 325 for-profit and not-for-profit colleges, universities, and postsecondary educational institutions subject to the Tennessee Higher Education Authorization Act of 2016. The institutions subject to THEC oversight range from schools offering training in a career, business, or vocation to universities offering graduate degrees. These institutions' collective Tennessee student enrollment is in excess of 50,000.

The Compliance Officer's primary responsibilities include conducting site visits and audits for the purposes of initial authorization, change of ownership, new programs, change of location, and complaint investigations to ensure compliance with the statutes and rules governing postsecondary institutions and within the jurisdiction of the Tennessee Higher Education Commission. The Compliance Officer is also required to prepare reports and provide follow-up related to the site visits and audits of authorized institutions; review and process change of location, change of name, reauthorization, new program, and initial authorization applications to ensure compliance with the statutes and rules.

The successful applicant should be comfortable with multi-tasking, be able to think critically, and have good writing skills. The Compliance Officer will interact and communicate regularly with institutional personnel; as such, it is necessary for the successful applicant to have excellent communication and interpersonal skills. Additionally, the successful applicant must be willing and able to work as part of a small team.

### **The Compliance Officer will have the following responsibilities and duties:**

- Conducting site visits and audits to verify the accuracy of self-reported information submitted by authorized institutions; and submitting appropriate written reports.
- Reviewing and processing change of location, change of name, reauthorization, new program, and initial authorization applications.
- Timely and accurate database entry for all site visits, audits, change of location, and change of name applications.
- Reviewing the applications of new institutions as well as the operation of ongoing authorized institutions to ensure compliance with the applicable statutes and rules.
- Preparing initial authorization and new program reports, ensuring that they accurately reflect the submitted applications.

- Assisting with the monitoring of the operation of ongoing authorized institutions to ensure compliance with the applicable statute and rules.
- Assisting with the implementation of the appropriate procedures when an institution closes, including site visits and acquisition of records.
- Assisting in the investigation of substandard or illegal institutional operations.
- Providing assistance and technical support to institutions in meeting the compliance standards of the Authorization Act.
- Providing accurate information to the public and prospective students on the status of authorized institutions.
- Assisting in the collection of data and records from institutions.
- Other duties as assigned.

**The Compliance Officer for DPSA should have a working knowledge of or have sufficient background to evidence an ability to quickly attain a working knowledge of the following:**

- Statutes and rules governing postsecondary educational institutions.
- Postsecondary education degree and non-degree-granting institutions and issues related to their operation.
- Accreditation standards as they relate to authorized institutions
- Federal initiatives and educational trends that may impact authorized institutions.
- Paperless LaserFiche file room; Microsoft Office, including Word, Excel, and PowerPoint; virtual meeting platforms, including WebEx and Microsoft Teams.

**The successful candidate must have a bachelor's degree, master's degree preferred, and appropriate training and/or experience to fulfill the duties outlined above. The ideal candidate will have state authorization or other government regulatory experience.**

### **Anticipated Salary Range and Benefits**

Starting salary will be based on qualifications. The successful candidate will also receive a competitive benefits package that includes health, dental, life insurance, and paid vacation and holidays.

### **Location**

The selected candidate must reside in or near Nashville, Tennessee. In-person attendance at THEC/TSAC offices, higher education institutions, or other locations, as determined by agency leadership, will be required.

### **How to Apply**

Please email a cover letter, resume, and salary expectations for consideration to:

David Heithcock, HR Director, THEC/TSAC at [thec.hr@tn.gov](mailto:thec.hr@tn.gov).